

**HIGHLAND NHS BOARD  
 MEETING OF THE STAFF GOVERNANCE COMMITTEE**

**Tuesday 09 July 2024 at 10 am  
 Microsoft Teams**

- **All cameras should be turned on**
- **Use raise hand facility to discuss items – do not use MS Teams chat**

Distribution: Monday 01 July 2024

**AGENDA**

Time		Standing Items	Page
10.00 am	1.1	<b>Welcome and Apologies</b>	
	1.2	<b>Declarations of Interest</b> Members are asked to consider whether they have an interest to declare in relation to any item on the agenda for this meeting. Any Member making a declaration of interest should indicate whether it is financial or non-financial and include some information on its nature. Advice may be sought from the Board Secretary's Office prior to the meeting taking place.	
	<b>2.</b>	<b>Assurance Reports</b>	
10.05 am	2.1	<b>Minutes of Meeting held on 07 May 2024</b>	<b>(pp 1 - 10)</b>
10.10 am	2.2	<b>Action Plan</b>	<b>Excel Sheet</b>
10.15 am	2.3	<b>Committee Workplan</b>	<b>Excel Sheet</b>
		<b>The Committee is asked to:</b> <ul style="list-style-type: none"> <li>• <b>Approve</b> the minute.</li> <li>• <b>Consider</b> actions arising therefrom.</li> <li>• <b>Note</b> the latest version of the committee Action Plan and <b>agree</b> to the proposed closure of any noted actions.</li> <li>• <b>Note</b> the Committee Workplan 2024-2025</li> </ul>	
	<b>3.</b>	<b>Matters arising not on the Agenda</b>	
10.20 am	3.1	<b>Staff Governance Monitoring Scottish Government Letter</b>	<b>(pp 11 )</b>
		The Committee is asked to <b>note</b> the letter.	
	<b>4.</b>	<b>Spotlight Session</b>	
10.30 am		Deputy CEO (Transformation and e-Health)	Powerpoint
	<b>5.</b>	<b>Items for Review and Assurance</b>	
10.50 am	5.1	<b>Statutory and Mandatory Training Improvement Plan</b>	<b>(pp 12 - 15)</b>
		Report by Gareth Adkins, Director of People and Culture	
		The Committee is asked to <b>review</b> and take <b>moderate assurance</b> that the plan has progressed as previously agreed through the Committee.	
11.00 am	5.2	<b>Workforce and Equalities Monitoring Annual Review</b>	<b>(pp 16 - 60)</b>
		Report by Gareth Adkins, Director of People and Culture	

		The Committee is asked to <b>take substantial assurance</b> and note the content of the report and that it gives confidence of compliance with the Public Sector Equality Duty, Specific Duties Scotland requirement to gather, use and publish employee information.	
11.15 am	5.3	<b>Whistleblowing Annual Report</b> Report by Gareth Adkins, Director of People and Culture	(PP 61 - 74)
		The committee is asked to approve and take <b>substantial assurance</b> based on the content and format of the annual whistleblowing report demonstrating compliance with our reporting requirements under the standard	
11.25 am		<b>Comfort Break (10 mins)</b>	
11.35 am	5.4	<b>Guardian Annual Report</b> Report by the Guardian Service	(pp 75 - 101)
		The Committee is asked to <b>note</b> the content of the report and take <b>substantial assurance</b> .	
11.50 am	5.5	<b>Strategic Risk Review</b> Report by Gareth Adkins, Director of People and Culture	(pp 102 - 111)
		The Committee is asked to <b>note</b> the content of the report and take <b>moderate assurance</b> from the review and refresh of the people and culture strategic risks and the plan to review level 2 people and culture risk management	
12.00 pm	5.6	<b>People and Culture Portfolio Board Update</b> Report by Gaye Boyd, Deputy Director of People and Culture	(pp 112 - 119)
		The Committee is asked to <b>review</b> and take <b>moderate assurance</b> the workstreams that feed into the Portfolio Board is progressing.	
12.10 pm	5.7	<b>Health and Safety Annual Report</b> Report by Gareth Adkins, Director of People and Culture	(pp 120 - 130)
		The Committee is asked to <b>discuss</b> and take <b>moderate assurance</b> from the report.	
12.20pm	5.8	<b>Communications and Engagement Strategy and Action Plan</b> Report by Ruth Fry, Head of Communications and Engagement	(pp 131 – 153)
		The Committee is asked to <b>note</b> the content of the report, <b>approve</b> the Strategy and take <b>moderate assurance</b> .	
12.30pm	5.9	<b>IPQR and Staff Governance Committee Metrics</b> Report by Gareth Adkins, Director of People and Culture	(pp 154 – 161)
		The Committee is asked to <b>note</b> and take <b>moderate assurance</b> from the report.	

## 6. Items for Information and Noting

12.40 pm	6.1	<b>Area Partnership Forum minutes of meeting held on 21 June 2024</b>	<b>To follow</b>
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## 7. Any other Competent Business

12.45 pm	7.1	Review / summary of meeting for Chair to highlight to Board.	
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## 8. Date & Time of Next Meeting

12.50 pm		The next meeting is scheduled for Tuesday 3 September 2024 at 10 am via Microsoft Teams.	
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## 9. 2024 Meeting Schedule

		<b>The Committee is asked to note</b> the remaining meeting Schedule for 2024:  3 September 2024 5 November 2024	
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## **Members and Attendees of the Staff Governance Committee**

### **Members**

Ann Clark (Interim Chair)

Philip MacRae (Vice Chair)  
Steve Walsh (Non Exec)  
Bert Donald (Non Exec)

Elsbeth Caithness (Employee Director)  
Kate Dumigan (Staffside)

Claire Laurie (Staffside)

Dawn Macdonald (Staffside)  
Fiona Davies (Chief Executive)

### **Attendees**

Gareth Adkins (Director of People)  
Gaye Boyd (Deputy Director of People)  
Heledd Cooper (Director of Finance)  
David Park (Deputy Chief Executive)  
Katherine Sutton (Chief Officer, Acute)  
Louise Bussell (Nurse Director)  
Evan Beswick (Interim Chief Officer, A & B HSCP)  
Pam Cremin (Chief Officer for HSCP)  
Boyd Peters (Medical Director)  
Tim Allison (Director of Public Health)  
Richard MacDonald (Director of Estates, Facilities & Capital Planning)  
Simon Steer (Director of Adult Social Care)